



# Maryland Department of Budget & Management

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## Office of Personnel Services & Benefits

ROBERT L. EHRLICH, JR.  
Governor

JAMES C. DIPAULA  
Secretary

MICHAEL S. STEELE  
Lieutenant Governor

### **MEMORANDUM**

**TO: Cabinet Secretaries and Heads of Independent Agencies**

**FROM: Andrea M. Fulton**  
**Executive Director**

**DATE: December 11, 2003**

**RE: Christmas Holidays**

Governor Robert L. Ehrlich has designated Friday, December 26, 2003 as a holiday for State employees. As a result, all State offices will be closed except for those facilities having 24-hour operations. All permanent employees that are required to work, including those at 24-hour operation facilities shall be credited with up to eight (8) hours of compensatory time, which must be used within the next twelve months.

Temporary and contractual employees who are scheduled to work on Friday, December 26, 2003, but cannot do so because of the holiday, are to be paid for the day. In the 24-hour facilities where contractual and temporary employees are scheduled to work, these employees shall be credited with an equal number of hours not to exceed eight (8) to be used like leave during the first two pay periods of 2004. Individuals employed by temporary agencies should not be paid for December 26, 2003.

In addition, since contractual and temporary employees are not normally paid for holidays, agencies are encouraged to allow contractual and temporary employees who are scheduled off on the December 25, 2003 and January 1, 2004 holidays to make up the work time at a later date, if possible.

Please contact me at 410-260-6365 if you have any questions.

cc: Agency Personnel Directors  
DBM Division Directors  
Cecilia Januszkiewicz  
Kris Hoffman